APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE		
General Manager's Office Division of Equal Employment Opportunity Suite 1300 100 Peachtree St., N.W. Atlanta, GA 30303	Date Received MAR 2 5 1976 MAR 1 1976	Application No. **76-105**	Date Completed MAR 3 0 1976
	1. Application Date 02/05/76	2. Dept. Application No.	

4. Person to Contact	5. Working Title	6. Telephone No.
Gail Y. Winfrey	Executive Secretary	586-5240

7. ACTION REQUESTED

[X] ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title
1972 - Present	Vendor Contract Compliance File

10. What is the function of the office in which this record series is created?

The Division of Equal Employment Opportunity is responsible for ensuring that the Authority meets or exceeds all federal, state, and local EEO legal requirements. Specifically, the EEO staff (1) monitors the Authority's affirmative action program to maintain an adequate level of minority and female employment, (2) conducts a compliance review of all MARTA contractors and subcontractors to require programs of affirmative action, and (3) encourages minority business utilization by the Authority and its contractors to maximize opportunities for minority and small businesses to participate in the MARTA project.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: Equal Employment Opportunity compliance status of all firms contracting to perform services for the Authority.

Included are: Affirmative Action Programs, compliance requests, recommendations of investigations, and correspondence.

File is arranged: Alphabetically, by name of firm.

ATTACH SAMPLES OF THE FILE

12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	10	20	Annual Rate of Accumulation	5	10		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 14		In Storage Area(s)	
				This Year's	Last Year's	Preceeding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	5	2	0	0

M-3012

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

    YES   NO

13. [X]   [ ] Is this the Record Copy of the series?

14. [ ]   [X] Is there a duplication of this series in another office or agency?

15. [ ]   [X] Is the information contained in this series ever summarized or published? Attach copy.
            SAMple Attached

16. [ ]   [X] Does the series contain classified information requiring security handling?

17. [ ]   [X] Does the series initiate, amend or terminate agency policies and procedures?

18. [X]   [ ] Could the function be performed if the files were lost or destroyed?

19. [ ]   [X] Is the series (or major portion of it) regularly microfilmed? If yes, why?

20. [ ]   [X] Does the record series provide data as input to an EDP file?

21. [ ]   [X] Does the record series contain documentation produced as EDP printout?

22. [ ]   [X] Has the Federal Government issued instructions governing retention/disposition of these files?

23. [ ]   [X] Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept ___ **5** ___ years:

a. [ ] STATE b. [ ] STATUTE OF c. [ ] AUDIT d. [ ] FEDERAL e. [X] ADMINISTRATIVE f. [ ] HISTORICAL
    LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
              *(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

    -[ ] CALENDAR YEAR   -[ ] FISCAL YEAR   -[ ] Other

    [ ] Hold in the current files area _____ month(s)/ _____ year(s):
    [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold _____ year(s):
    [ ] Destroy.
    [ ] Transfer to Archives for permanent retention.
    [ ] Destroy immediately after cut-off.
    [X] Other: (Specify) *expiration*

    Upon ~~completion~~ of contract,   remove folder from active file; place
in inactive file; cut off inactive file at end of each calendar year;
hold in current files area for 1 year; then transfer to State Records

(Indicate briefly rationale for recommendations above/or write additional remarks):
Center; hold 5 years; then destroy.

26. APPROVALS

Approved Department Records Management Officer.	Date	Approved Legal Counsel	Date
Juanita Spivey	2-9-76	*Wayne P Crowder*	2-9-76
Approved Division Head / Designee	Date	Approved Division of Audit	Date
Maurice H Stündl	2-26-76	*William V Carside*	2-9-76
Approved Department Head /Designee	Date	Approved MARTA Management Advisory Committee	Date
John K. Cole	2-9-76		
Approved Records Management Analyst	Date	Approved Department of Archives and History	Date
Douglas M. Hans	2-5-76	*Carole Hart*	3-29-76